

## Weekly Update

*Week of August 8, 2016*

**Subject:** One Section of the GL300 General Ledger Accounting Course Announced  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, General Ledger Users

The SCEIS Training Team is pleased to offer one section of the full-day course, GL300 General Ledger Accounting on Monday, September 12, 2016. This course covers the process of posting to the General Ledger, such as executing adjustments, reversals, reposting line items, write-offs, etc. In addition, this course will also demonstrate the creation of recurring entry, creation of park documents and assignment models.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

### **GL300 - Course Information**

**Course ID/Title:** GL300 – General Ledger Accounting

**Description:** This course covers the process of posting to the General Ledger such as executing adjustments, reversals, reposting line items, write-offs, etc. In addition, this course will also demonstrate the creation of recurring entry, creation of park documents and assignment models.

**Target Audience:** Users with the following roles: Central GL Function, Journal Entry Clerk, Journal Entry Supervisor, Cross Business Area Journal Entry Park, GL Supervisor (Workflow), GL Backup (Workflow), Cross Business Area Journal Entry Park.

### **Pre-requisites:**

None. However, we recommend that you complete the COR120U Enterprise Central Component (ECC) Navigation online course.

### **GL300 - Section 02 – Fall 2016 Class Details**

**Class Date:** Monday, September 12, 2016

**Class Time:** 9:00 a.m. to 5:00 p.m.

### **Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia, SC

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### **Registration Instructions:**

SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
  - a. Type in the course ID and click "Go." Or -
  - b. Type in "SCEIS" to view all SCEIS courses.
5. Find a course title and expand "View Course Dates."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).